



## *Report to the Auburn City Council*

Action Item

11

Agenda Item No.

City Manager's Approval

**To:** Mayor and City Council  
**From:** Councilmen Hanley and Kirby  
**Date:** October 26, 2009  
**Subject:** Review of Boards, Commissions, Councils and Committees

### **The Issue**

Shall the City Council accept the attached report from Councilmen Hanley and Kirby?

### **Conclusion and Recommendation**

That the City Council accept the attached report from Councilmen Hanley and Kirby and provide direction to staff.

### **Background**

Mayor Holmes asked Councilmen Hanley and Kirby to review the operations of all city boards, commissions, councils and committees. City Council members have often publicly expressed their appreciation of the volunteers who devote their precious time and energy in serving on a city board, commission, council or committee. We believe that refining the missions and duties of some of the entities and creating a better two-way communication flow would improve city policies on behalf of residents.

Based on reviewing the ordinances and resolutions that created each board, commission, council and committees, attending meetings and interviewing some members of these entities, we make the following recommendations found in the attached report.

### **Fiscal Impact**

None.

### **Attachments**

Report from Councilmen Hanley and Kirby

## MEMO

October 22, 2009

To: Mayor Holmes, Mayor Pro Tem Powers, and Councilmember Nesbitt

Fr: Councilmembers Hanley and Kirby

Re: City Boards, Commissions, Councils and Committees

Mayor Holmes asked us to review the operations of all city boards, commissions, councils and committees. City Council members have often publicly expressed their appreciation of the volunteers who devote their precious time and energy in serving on a city board, commission, council or committee. We believe that refining the missions and duties of the some of the entities and creating a better two-way communication flow would improve city policies on behalf of residents.

Based on reviewing the ordinances and resolutions that created each board, commission, council and committees, attending meetings and interviewing some members of these entities, we make the following recommendations:

### Recommendations:

- Adopt the Governing Charters of Each Entity by Resolution and put them on the City's Website. The purpose and organization of each board, commission, council and committee (i.e., "entity") has been enacted either by an ordinance or resolution. To review an entity's charter that has been created by a resolution, requires a resident to obtain a paper copy from the City Clerks office. This makes it unwieldy for a resident or city council member to update an entity's charter when appropriate. To make the governing charters more accessible, the city can put all of them into ordinances or on the city's website. To make it easier to review and/or change the governing charters of the entities when appropriate, we recommend that the governing charter of each entity be enacted by Resolution and placed on the city's website.
- Meeting Guidelines. Volunteers serving on a city entity may, in good faith, not be clear about the legal requirements of the Brown Act, conflicts of interest, or other requirements. Each member of a city-entity should receive a one-page summary that outlines the minimum requirements of the entity, including open meeting notices, minutes and other record-keeping requirements and the tasks of the particular entity. Each volunteer should receive the one-page summary upon appointment.
- Advisory Function of Each City-Entity. Most of the city entities include in their governing charters a statement that they serve in an advisory capacity to the City Council. However, not all do. Amend the ordinance governing the Auburn Arts Commission and any new ordinance re-organizing the Telecommunications

Commissions to state that they serve an advisory function to the City Council. The language for the Youth Advisory Commission is excellent for this purpose.

- Annual Budget Cycle. Ensure more frequent and thorough City Council review of spending decisions by requiring the city-entities to operate on an annual budget cycle. End the practice of entities carrying-over funds over multiple years unless specifically approved by the City Council when adopting the annual budget.
- Minutes of Meetings. City Council members receive the minutes from some city entities, but not from all. Adopt ordinance changes to require each city entity to produce minutes for each meeting and transmit them to the City Manager for distribution to council members and to members of the public, upon request. Eventually, the minutes of each city-entity should be put on the city's website.
- Chairmanship Rotation. It is important to ensure active leadership for each city entity. Adopt ordinance amendments to ensure that the position of Chairman or Chairwoman of the Auburn Arts Commission, Economic Development Commission and Telecommunications Commission is rotated every year.
- Biannual Reports to City Council. An improved two-way flow of information between the City Council and each city entity will help ensure that each entity receives clear guidance as to the direction of the City Council. Adopt ordinance amendments to require the Chairperson or his or her designee from the Auburn Arts Commission, Economic Development Commission and Telecommunications Commission to present to the City Council at a public meeting in May a proposed budget that has been approved by the City Manager and proposed activities for the fiscal year. Require the Chairperson or his or her designee to provide the City Council at a public meeting each January a mid-year status update on the activities of the commission.
- Gradually Build a Economic Strategic Plan for the City. It would be helpful to city council members if the city entities reported in the same format in one document similar to the Capital Project Update that is provided by the Public Works Department. The document could list for each entity line-items that each "Project," "Funding" and "Status." Eventually adding the activities to be carried out by the various business associations, Chamber of Commerce, Think Auburn First would result in a Economic Strategic Plan for the city in one relatively brief document.
- Abolish the Housing Advisory and Appeals Board. As explained below, this board is no longer need.
- Recognize Volunteers. The city should, at minimum, recognize publicly a Volunteer of the Year and each volunteer who service his or her full term(s) in good standing when ending their service.

## **Background Analysis of City Boards, Commissions, Councils and Committees**

The following includes a brief background summary of the each of the city boards, commissions, councils and committees and recommendations.

### Airport Land Use Commission

Through an agreement between the county and cities, the Placer County Transportation Planning Agency (PCTPA) is designated as the county airport land use commission. A council member from the City of Auburn is appointed by the Mayor to the PCTPA. The city's appointed council member updates the City Council regularly at council meeting regarding actions and pending actions of the PCTPA and any related airport land use issues. Information related to the agendas and actions of the PCTPA are posted on the agency's website.

*Recommendation: No changes.*

### Administrative Committee

This is the city's budget committee. It consists of two council members, the City Manager and the Administrative Director. The committee was convened several times last year by the City Manager in order to brief the two city council members on the revenue situation and recommend budget actions that would come before the City Council.

*Recommendation: Any changes to the Administrative Committee and how often they meet should be developed by the City Council, with the advice of the City Manager, in the larger context of creating a more transparent and accountable budget process that measures and tracks annual service levels and options for improvement.*

### Auburn Arts Commission

This 8-member commission consists of at least 2 professional artists, a member of a local arts organization, an architect and 4 members at-large. Each commissioner serves a 4-year term. The goal of the commission is to "foster and promote the visual and performing arts in Auburn." In 2005, the City Council deleted the provision that previously limited commissioners to a maximum of two terms. The council also changed the ordinance to clarify the option of commissioning public art on private property; requiring the commissions to inventory publicly-owned parcels that may be used for visual artworks and encouraging the commission to work on potential Art Festivals in the city.

*Recommendations:*

- *Place the governing charter, as amended, into a Resolution rather than ordinance and place it on the city's website.*
- *Amend Section 10-5.03(b) to require the Chairmanship to be rotated every year.*
- *Amend Section 10-5.05 to require the Chairperson or his or her designee from the Commission to present to the City Council at a public meeting in May a proposed budget that has been approved by the City Manager, and proposed activities for the*

*fiscal year. Require the Chairperson or his or her designee to provide the City Council at a public meeting each January a mid-year status update on the activities of the commission.*

- *Requires that minutes of each meeting be taken and transmitted in a timely manner to the City Manager.*

#### Economic Development Commission

The 7-member EDC consists of 2 city council members, 3 representatives from the business community and 2 at-large members. Each commissioner serves a two-year term. In 1997, the City Council authorized city council members to serve on the EDC. City council members report on the activities of the EDC.

#### *Recommendations:*

- *Place what is known as the "Bylaws of the EDC" into a Resolution like the city's other commissions and committees.*
- *Require the Chairmanship to be rotated every year.*
- *Since the EDC is currently required to "design and promote an economic development plan," this plan, along with a budget approved by the City Manager, should be presented to the City Council at a public meeting every May.*
- *Require the Chairperson or his or her designee to provide the City Council at a public meeting each January a mid-year status update on the activities of the commission.*
- *Requires that minutes of each meeting be taken and transmitted in a timely manner to the City Manager.*

#### Endurance Capital Committee

The 9-member committee consists of one councilmember, representatives from endurance-related organizations and business organizations and community members. Each committee member serves a 4-year term.

#### *Recommendations:*

- *Amend the authorizing resolution to require the committee to develop an annual "Auburn: The Endurance Capital of the World Plan," which would outline the committee's short-term and long-term goals, objectives and activities.*
- *Amend the authorizing resolution to require that the committee appoint a Chairman or Chairwoman to serve for a one-year term and require that the chairmanship be rotated every year.*
- *Amend the authorizing resolution to require that the Chairperson or his or her designee to present the plan and a budget approved by the City Manager to the city council at a public meeting every May.*
- *Require the Chairperson or his or her designee to provide the City Council at a public meeting each January a mid-year status update on the activities of the commission.*
- *Delete the requirement that the committee submit a monthly update to the EDC. This is not needed if all the various entities report their activities in one document twice a year in May and January.*

- *Requires that minutes of each meeting be taken and transmitted in a timely manner to the City Manager.*

#### Greater Auburn Area Fire Safe Council

The Auburn City Council and the Placer County Board of Supervisors have agreed in a Memorandum of Understanding (MOU) to create the fire safe council and to appoint a total of 8 members (4 members each). The Mayor appoints a City Council member as Liaison to the fire safe council, who reports to the City Council on the activities of the fire safe council. In the Fall, a Strategic Plan, developed by the fire safe council and Auburn's Fire Chief will come before the City Council.

*Recommendation: No changes.*

#### Historic Design Review Commission

The 9-member commission is the approving authority for projects located within the Historic Design Review District. City council members receive the agenda packets of the commission. The commission takes actions on approving historic review permits.

*Recommendation: No changes.*

#### Housing Advisory and Appeals Board

This 5-member board was created in 1976 at a time in which the Uniform Housing Code was in effect in Auburn. At that time Section 203 of the code provides for the establishment of the board to interpret the code. However, the city now uses the Uniform Code for the Abatement of Dangerous Buildings and the International Property Code. These two codes for an appeal process by a board of people who don't work for the city. This board has been appointed and is ready to be used when an appeal is filed.

*Recommendation: (1) Abolish the Housing Advisory and Appeals Board and repeal Resolution 76-55. (2) Direct staff to recommend whether it is necessary or not to place the currently used appeals board in ordinance.*

#### Library Advisory Board

This 8-member board includes 2 appointments from the City of Auburn. These appointees serve for a term of 4 years and may not serve more than 2 consecutive (four-year) terms. City council members receive regular reports from its appointees. The city has in the past provided money to help operate the county library.

*Recommendation: No changes.*

#### Pedestrian Master Plan Committee

This committee consists of two council members and a number of residents. It was authorized in 2005 and ended its two year term in 2007. Committee members walked throughout the city and documented areas in which sidewalks need to be repaired or installed.

*Recommendation: If the City Council approves a budget that contains money for sidewalk repair, the two council members who served on the Pedestrian Master Plan Committee can submit specific recommendations for sidewalk repair consistent with the funds available.*

#### Planning Commission

City Council members consistently receive the agenda of the Planning Commission. By direction of the City Council, the Planning Commission, each January, provides the City Council with a list of their top planning issues.

*Recommendation: No changes.*

#### Telecommunications Commission

The 5-member commission is responsible for ensuring that a telecommunications provider complies with the franchise contract. Members may serve no more than two (four-year) terms. Since the enactment of state legislation that provides for statewide cable franchise agreements, the city's responsibility over cable franchise agreements has decreased. There have been discussions between the City Manager and the Telecommunications Commission over altering the commission's mission and transforming it into a Communications Commission and maximizing the use of the city's local cable TV channel.

*Recommendation: Direct the City Manager to provide recommendations, based on his discussions with the members of the Telecommunications Commission, to the City Council on what tasks should be carried out by a Communications Commission in the future.*

#### Traffic Committee

This advisory committee, consisting of the Traffic Engineer, Police Chief, City Manager, Director of Public Services or representatives of unofficial bodies as may be determined and appointed by the Mayor, recommends ways to improve traffic conditions and the administration and enforcement of the traffic regulations. The Chairperson of the Committee shall be appointed and may be removed him or her. The City Council members regularly receive the agendas of the committee.

#### *Recommendations:*

- Put the charter into a Resolution and place it on the city's website.*
- *Clarify that the Mayor will appoint a council member to serve a one-year term on the committee.*
- *Update the reference that lists the "Director of Public Services" to "Director of Public Works."*
- *Delete the City Manager as a committee member. The Director of Public Works and Police Chief can keep the City Manager related to recommendations from the committee.*

#### Youth Advisory Commission

The 10-member commission includes one council member, who serves as chairperson and liaison to the City Council. The purpose of the commission is to promote youth involvement in the community. The commission approved the creation of the commission in November 2006 and has recently extended its existence for another year.

*Recommendation: No changes. The City Council will review the commission when the one-year sunset date approaches, with input from the current councilmember serving on the commission.*